



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF PLANNING AND BUDGET

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: Department and Agency Heads
Fiscal Officers and Budget Managers

FROM: Ray Stockstill
Director

DATE: October 21, 2005

RE: Submission of KBB 2005-38 Reporting Requirements

You will be receiving notification from the commissioner of administration early next week of an extension to the filing deadline along with the reporting forms. The Office of Planning and Budget (OPB) is issuing you this advanced notice to help ease with the preparation of the required reporting information.

Although the Order specifies a reporting date of the third of each month, starting in November 2005, the reporting date will be modified to the **tenth day of the reporting months**. This is being done in order to permit you to base the reported information on ISIS/AFS data which is available for use on the third working day of the month. This would now make the required reports under Section 6 due on November 10, 2005, January 10, 2006, and April 10, 2006.

RS/MB/rmv